

STATE VACANCY ANNOUNCEMENT

LOUISIANA MILITARY DEPARTMENT LOUISIANA NATIONAL GUARD

POSITION: Assistant (Public Relations/Recruiting) #182435

ANNOUNCEMENT NO. 097-2016

SALARY: AS-610 / Minimum \$22,589 / Maximum \$47,549 annual salary

LOCATION: Youth Challenge Program, Education Headquarters, Pineville, Louisiana

OPEN: 27 October 2016

CLOSE: 9 November 2016

NOTE: Louisiana Military Department State Vacancy Announcements and LANG-LMD-H Form10 (State Application) are posted at <http://geauxguard.la.gov/join-us/state-technician-vacancies>

In accordance with R.S. 42:1701, if you are nominated for this position, you will be required to undergo a criminal background check prior to commencement of employment with the Louisiana Military Department.

EMPLOYEES IN THE MILITARY DEPARTMENT UNCLASSIFIED SERVICE, PERMANENT OR TEMPORARY, ARE EMPLOYED "AT WILL" AND MAY BE SUBJECT TO TERMINATION OR EXPIRATION OF APPOINTMENT, WITH OR WITHOUT CAUSE.

1. **AREA OF CONSIDERATION:** (1) Active Louisiana National Guard Members; (2) Retired National Guard Members and Retired Military Members; (3) those eligible for Louisiana State Guard Membership.

2. **QUALIFICATIONS:** (In addition to below, see application procedures).

a. **SPECIFIC:** Must be detail oriented and highly organized. Must have the ability to work independently with minimal supervision. Must have the ability to work and communicate effectively with peers, superiors, subordinates, agency personnel and the public. Must have working knowledge of Microsoft Office Programs (Word, Excel, Powerpoint, Outlook, etc.).

b. **GENERAL:** Must have a valid Driver's License, Social Security Card and Birth Certificate. Must qualify to obtain a Common Access Card (CAC). Ability to work and communicate effectively with peers, superiors and subordinates. Travel may be required. Must be available to report to duty during emergency or disaster situations.

c. **OTHER REQUIREMENTS:** The LA Military Department is a substance abuse and drug free workplace. In accordance with the Military Department Drug Testing Policy, all new employees are subject to mandatory drug testing. Thereafter, all employees are subject to random drug testing. Must meet physical requirements to perform functions of the position. Ability to work and communicate effectively with agency personnel and the public. Must attend/complete all mandatory LMD training (Ethics, SHARP, Suicide Prevention, etc.) and fosters sexual harassment free environment.

3. **CONDITIONS OF EMPLOYMENT:** By submitting an application for employment with the Military Department, the applicant agrees to the following conditions of employment:

a. Salary is paid by Electronic Funds Transfer (EFT) / Direct Deposit Only. A checking or savings account is required for employment.

b. Applicants who are active members of the Louisiana National Guard or uniformed members of the Louisiana State Guard must wear the appropriate military uniform and meet prescribed military grooming standards.

4. **POSITION DESCRIPTION:** Schedule ads, generate 101's, deduct from budget, add schedule to calendar and pay invoices. Maintain a balanced budget for recruiting department. Maintain departmental activities calendar and submit slide for Director's Meeting. Reconcile Recruiting credit card monthly. Assist with reconciliation of recruiter credit card statements. Communicate with Program Budget Technicians regarding individual program budgets/spending. Order and shop for recruiting supplies. Keep a stock of recruiting materials (DVD's, brochures, applications, etc.). Generate and/or proof recruiter travel 101's, submit for reimbursement. Serve as backup manager for YCP website and social media sites. Assist with YCP website and Facebook page projects and maintenance. Assist in the scheduling of interviews, promotional events, conferences, community events, etc. Maintain spreadsheet of interview surveys and program data as directed. Work cooperatively with families, applicants and representatives of organizations/agencies both in person and by phone. Assist Recruiting Ream with presentations and participation in events as assigned. Complete reservations and payment submission for major conferences and events. Submit monthly mileage reports and maintain service records for departmental GSA vehicles. Maintain program wide calendar for Recruiting Department knowledge/use. Meet deadlines designated by Supervisors. Organize various projects for the program. Adhere to State and organizational policies and procedures. Must attend/complete all mandatory LMD Training (Ethics, SHARP, Suicide Prevention, etc.) and foster a sexual harassment free environment. Perform other duties as assigned.

5. **APPLICATION PROCEDURES:** All Applicants must complete a LANG-LMD-H Form 10 (State Application) and attach a legible copy of their Official Birth Certificate, Driver's License and Social Security Card. Resumes are optional and will not be accepted unless they are submitted with the LANG-LMD-H Form 10 (State Application). **The LANG-LMD-H Form 10 (State Application) is located at <http://geauxguard.la.gov/wp-content/uploads/2015/10/LMD-H-Form-10-State-Application-1.pdf>** Application(s) must be submitted to the appropriate LMD Human Resources by the close date, no later than 4:00 p.m.

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